

Minutes - September 13, 2021

The regular meeting of the Cinnaminson Sewerage Authority was held on September 13, 2021 in the conference room of the Township building and commenced at 6:35 PM.

Vice Chairman Richard Strobel read the following:

**OPEN PUBLIC MEETINGS ACT**

N.J.S.A. 10:4-6 et seq.

Adequate notice of this meeting has been provided in accordance with the Open Public Meetings Act by;

- (a) prominently posting the Annual Notice of Meetings Resolution and maintaining such notice on a public bulletin board reserved for such or similar announcements.
- (b) by submitting the Annual Notice of Meetings Resolution for publication in the Burlington County Times, the Board's official newspaper, and the Courier Post, the Board's alternate official newspaper in February 2021 within seven days of the Board's reorganization meeting;
- (c) filing the Annual Notice of Meetings Resolution with the Clerk of the Township of Cinnaminson; and
- (d) mailing the Annual Notice of Meetings Resolution to any persons who shall have prepaid to receive such notice.

This statement shall be entered into the minutes.

On roll call by the Secretary those present were Board Members: Richard Strobel, James Wujcik, Frank Szymkowski and John Conville. Chairman Robert O'Connor was absent.

Also in attendance were: Kimberly Fitzpatrick, Administrator, Wayne D. Simpson, Authority Engineer, Bradford Smith, Authority Solicitor and Kevin Kramer, Superintendent of Operations. Mr. Greg McClure of 1803 and 1805 Taylors Lane was present in public attendance.

**PUBLIC COMMENT**

Mr. Strobel opened the meeting to the Public for comment. Mr. Greg McClure, trustee for 1803 and 1805 Taylors Lane, was present. He stated that he was permitted to have a discussion at last month's meeting which he appreciated. He said that the Administrator contacted him the next day and informed him that Chairman O'Connor invited him to submit whatever further information he wished to provide. He confirmed that he emailed a six-page memo to Kim Fitzpatrick today. He said in his memo he discusses items addressed at the last meeting, including some items for the Solicitor. Solicitor Brad Smith confirmed to Mr. McClure that he read the email. Mr. McClure said he was present to give tax information and to show

the Board the irrevocable trust with his name on the deed because he did not want to attach personally identifiable information in his email. Mr. Smith suggested to Mr. McClure that he redact identifying information, such as name and Tax ID number, and provide the Board copies. Mr. McClure will return to the office with the copies. He thanked the Board again and Mr. Strobel stated the Board will review his memo. Hearing no other comment, Mr. Strobel moved to Old Business.

### OLD BUSINESS

Mr. Strobel indicated there were regular and executive session minutes from August 9, 2021 for the Board's consideration. Solicitor Brad Smith recommended some edits for clarification purposes to the regular session minutes of August 9, 2021.

**Motion: Made by Mr. Wujcik and seconded by Mr. Conville to adopt the regular session minutes of September 13, 2021 with the suggested edits from Authority Solicitor. Vote: All ayes**

**Motion: Made by Mr. Wujcik and seconded by Mr. Conville to adopt the executive session minutes of September 13, 2021 as submitted. Vote: Mr. Wujcik, Mr. Szymkowski and Mr. Conville - ayes; Mr. Strobel - abstained**

Mr. Strobel indicated the next item under Old Business as Taylor's Lane - Commercial Properties and asked Administrator Kim Fitzpatrick to discuss the item. Kim stated that an owner of a commercial property on Taylor's Lane passed away in May and his adult children are trying to sort out the estate. She said they asked about the possibility of an installment payment plan for this commercial connection. Kim confirmed the property as Precision Paint and said that based on her examination of records, she believes the connection fee will be approximately equivalent to a residential connection fee. Kim stated that the Board's discussion, at the time when the original letters were being sent out, regarding installment payment plans was for residential users so she wanted the Board's approval for this commercial property. Mr. Strobel stated that his recollection, being on the Board over the years, was that when there was a major expansion of a sewer main, such as at Rolling Greens and Golf Estates, and many residents were being brought into the system without much knowledge or preparation for that, the Board felt it was appropriate to extend the option for an installment payment plan to lessen the burden of the connection mandate. He said he doesn't recall any official document. He stated it is not something that is required but is a discretionary thing that the Board has done as an accommodation. He said in this particular case, it is something he would consider but noted the Board must be mindful of practices and precedents when it takes action. Kim reported that Billing Clerk Amy Williams confirmed to her that a commercial property, Bajwa, made a request and was granted a 5-yr. installment payment plan. Mr. Strobel discussed his recollection that

Bajwa had attended an Authority meeting with counsel regarding their connection fee and while their initial request was not granted, the Board agreed to extend the option of an installment payment plan. Mr. Wujcik stated he was not opposed to extending this property an installment payment plan, however, he believes the request must be put in writing. Mr. Strobel stated that the estate executor or administrator should make the request in writing and the Board will entertain it. Kim will relay that information to the concerned party.

**NEW BUSINESS**

**DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI**

Mr. Szymkowski asked Mr. Simpson to review his report.

**Engineer's Status Report - Wayne D. Simpson**

**Mr. Simpson:**

**M-080-140 Wayne Drive Bridge Sewer Replacement**

This will start the last week of September.

Mr. Strobel asked about its completion and Mr. Simpson confirmed it should take about 2-3 months.

**Mr. Simpson continued with his report:**

**On the development side:**

**M-081-144 Cinnaminson Empire, LLC**

We are still waiting for revisions before we can recommend approval.

**M-081-145 Senior Living Facility**

We reviewed the plans which look good. The state permit application needs some adjustments to it. We had revised the connection fees based on the dwelling unit basis as required under the regulations. They asked, through an attorney, to discuss that with Mr. Smith and me because the connections fees increased. They need to submit more information to let us know exactly what type of facility and number of units they are building.

**M-081-146 Jiffy Lube**

They made their revisions and are now in compliance with regulations so we can approve that application.

Mr. Strobel noted that the other item listed under Construction, Jiffy Lube Review, has been completed. Mr. Smith asked if there was a credit for that lot and Mr. Simpson confirmed it was a vacant lot. There was some further discussion regarding the Mobil gas station which used to be on the lot years ago. Mr. Strobel confirmed the tanks were removed and Kim said it was capped.

**DIRECTOR OF ADMINISTRATION - JOHN CONVILLE**

Mr. Conville confirmed there were two matters for discussion. He said there is an Employee Education Agreement for Kim Fitzpatrick and a refund of revenue resolution and asked Administrator Kim Fitzpatrick to provide an update.

Kim stated that the Employee Education Agreement is for her to take the QPA Exam Review Course. She reported that the course is online and said the exam will be in late December. Kim said she will speak with Julie Edmondson, the Township Chief Financial Officer, who took the exam and is a mentor for other Chief Financial Officers in the municipality. Kim reported that Julie had already directed her to an online Quizlet to help her study. Mr. Strobel asked Kim if all the coursework was completed and she said it was and she received her last certificate two days ago. Mr. Strobel congratulated Kim.

**Motion: Made by Mr. Wujcik and seconded by Mr. Conville to approve the Employee Education Agreement and to authorize its execution by the Chairman or the Vice Chairman to sign on behalf of the Chairman.**

**Vote: All ayes**

Kim presented Resolution 2021/2022-33, Refund of Revenue to Eamonn & Dierdre Cullen. She confirmed that their home was sold and a second meter credit is due to them. She said they were not able to address the credit at settlement.

**Motion: Made by Mr. Szymkowski and seconded by Mr. Conville to adopt Resolution 2021/2022-33. Vote: All ayes**

Lastly, Kim said she wanted to report that they were preparing for second meter readings. She confirmed that September bills went out. She briefly discussed some complaints she and Amy received regarding the delay in receipt of second meter credit after payment of higher bills due to watering. She also said she told a customer who seemed unsatisfied after her explanation regarding the timing of the credit that he could look into an irrigation meter directly through NJ American Water which is another option. She confirmed that she is trying to streamline the current second meter system which relies on index cards. She reported that she has created a database which is almost complete but said she could use a few pointers from someone proficient in Microsoft Access if anyone has a contact for her. Kim stated that a tablet will be used for second meter readings by the Authority technician who will enter the readings right into the database. She said the readings will be loaded into Excel where the credits will be automatically calculated.

Mr. Strobel applauded Kim for identifying the need to upgrade the system and suggested she might want to reach out to another authority

or MUA to see what they do. Mr. Simpson confirmed that Evesham MUA does not give second meter credits but thought Mt. Holly may give them. Mr. Smith asked Kim about the difference between an irrigation meter from NJ American Water and a second meter. Kim confirmed that the Authority will never see the readings from a water company's irrigation meter. She stated that it is a separate meter that the irrigation system runs through. Mr. Simpson said that in the case of the water company's meter, a second service is run to the house, whereas the Authority is intercepting the water that goes outside through a meter so that it is a subtraction from what the water company reads. Mr. Simpson said for the irrigation meter, they run a separate line from the main, put a meter on it and connect it to the outside feeds.

Kim stated that the overall reporting of the second meters is very cumbersome. Mr. Simpson suggested that Kim ask Mt. Holly about their administrative fees for the second meters as well. Mr. Strobel said that he only recalls the Authority increasing the second meter reading charge, which he believes was to differentiate between inside versus outside meters, once during his tenure with the Authority. He stated he is not looking to make money but said costs should be covered and asked that Kim be cognizant of it. Kim mentioned that there is a summer cap for non-second meter customers which allows people to use more water without being charged for excess usage.

Mr. Conville confirmed there were no other matters for discussion under Administration.

#### **DIRECTOR OF OPERATIONS - ROBERT O'CONNOR**

Mr. O'Connor was absent. Mr. Strobel asked Mr. Kramer to review his report.

#### **Superintendent of Operations Report - Kevin Kramer**

**Operations:** Kevin stated the Plant has been operating well with no permit violations during the time period. He said 3.5 inches of rain was received from Hurricane Ida and he had crews staffed around the clock during the storm. The Plant received some extra flow but he said they managed it well and there were no serious issues at any of the pump stations. He said for the future, he would like to discuss generators with Mr. Simpson in detail. He confirmed there are three pump stations, Industrial, Park Place and Randolph, which do not have generators and there is just one towable generator to service all three. Kevin suggested that perhaps the availability of an emergency generator is something that can be added into the generator contract. Mr. Simpson stated that the size and the exact specs wanted for the generator will have to be determined for the contractors to know what they are bidding. Kevin stated that for the short term, the addition to the contract will work in the case of an emergency but he believes

that for long term, a dedicated backup generator should be purchased for one of the three stations.

Kevin reported that surplus vehicles were listed on Municibid for public auction on September 9 and will be on the site for 14 days. He said that there are six total items and just about all have bids on them already with the reserves met.

**Safety:** Kevin reported they had Spill Control and Counter Measure Training and Personal Protective Equipment Training today.

**Other:** Mr. Kramer confirmed that the new 2021 utility truck was delivered and said it was registered and insured. He said it is being lettered and should be done by Wednesday or Thursday.

Kevin reported that employees Todd Leonard and Ed Duba have signed up to take their sewer and collections exams. Kevin confirmed that he helps set up the employees on a laptop to take the exam as they must have a web cam and a proctor watches during the online exam.

Mr. Kramer confirmed he had nothing further for discussion under Operations and Mr. Strobel moved to Personnel.

#### **DIRECTOR OF PERSONNEL - RICHARD STROBEL**

Mr. Strobel confirmed that he had no matters for the Board's consideration. He said he had a discussion with Kim regarding emails that he is receiving on his Sewerage Authority email account. He said they are emails that are trying to induce you to click on a link. Kim confirmed that some are tests but Mr. Strobel indicated that he is receiving them constantly and some are inappropriate. Kim confirmed she will address the matter with LookFirst and report back to Mr. Strobel.

#### **TREASURER - JAMES WUJCIK**

Mr. Wujcik stated that the Treasurer's Report and Trial Balance, which include the general ledger, abbreviated expenditure, check register, capital expenditure and year to date collection reports, are in good order. He confirmed that revenue collected year to date continues to trend positive versus last year with a \$56,000.00 positive variance versus the same period. He said collections year to date are \$1,803,000.00 on a budget of \$3,172,000 or 57% of budget. He stated that September and October billings will show an increase and there will be tax sale in December. He reported that Capital Expenditures are at 32% of budget. He said the last debt service payment was made in August. He recommended approval of the reports mentioned.

**Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to approve the Treasurer's Report and Trial Balance as submitted and Mr. Szymkowski seconded the motion. Vote: All ayes**

Mr. Wujcik submitted a list of Operating Invoices & Payroll Expenses totaling \$170,062.38 and certified that funds are available.

**Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to approve payment of Operating Invoices and Payroll Expenses as submitted.**

**Vote: All ayes**

Mr. Wujcik submitted two requisitions for Renewal and Replacement totaling \$91,769.00 and certified that funds are available.

#22-00018 Winner Ford	\$ 44,969.00
#22-00383 Booth Mechanical Barton Dr.	\$ 46,800.00

**Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to approve payment of Renewal and Replacement requisitions as submitted. Vote: All ayes**

Mr. Wujcik submitted twelve invoices for Builder's Escrow totaling \$6,489.15 and certified funds are available.

To Alaimo:

#206263 Popeyes & Tim Horton	\$ 97.50
#206262 Taylors Lane Site Remediation	\$ 195.00
#206261 2408 Church Road	\$ 337.50
#206258 2390 Church Road	\$ 625.00
#206260 2406 Church Road	\$ 337.50
#206259 2404 Church Road	\$ 562.50
#206255 Siena CSH	\$ 195.00
#206256 Global	\$ 532.50
#205849 Global	\$ 292.50
#205047 Global	\$ 2,373.86
#205850 Lidl	\$ 640.21
#206257 Lidl	\$ 300.08

**Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to approve payment of the Builder's Escrow invoices as submitted. Vote: All ayes**

Mr. Wujcik stated the Board should have reviewed a copy of the Audit Report as prepared by Authority Auditor, Michael Holt, and Resolution 2021/2022-34, Audit for the Period Ending January 31, 2021. He confirmed that he and Kim Fitzpatrick attended an exit interview with Michael Holt and his team on August 25, 2021. He reported there were no material findings in the Audit Report and no comments made. He said that Mr. Holt stated he was quite happy with Kim and Authority staff as they were very helpful and knowledgeable. Mr. Wujcik confirmed that Mr. Holt believes that the Authority is in good standing and the Audit Report was very clean. Mr. Wujcik said that there is a note on page 22 regarding revenue sufficiency, and he doesn't believe a Revenue Sufficiency Exam has been done in many years so he did ask Mr. Holt to come back to the Authority with a proposal

for a 5-yr. Revenue Sufficiency Plan. He said he will follow up with him shortly on that. Mr. Wujcik said he recommended approval of Resolution 2021/2022-34 which is the acceptance of the audit for the period ending January 31, 2021.

**Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2021/2022-34. Roll call vote: Mr. Strobel - aye, Mr. Conville - aye, Mr. Wujcik - aye and Mr. Szymkowski - aye**

Mr. Strobel asked if there were any other matters for discussion.

Mr. Smith asked about the status of connections on Taylor's Lane and Kim confirmed that she has not received any additional connections since her report from last month. She said she will provide Mr. Smith the exact numbers and will post the information for the Board tomorrow. Mr. Smith confirmed with Kim that the next reminder letter should be mailed out on October 1, 2021 and stated a copy of the Township Ordinance should be attached.

Mr. Smith stated the Board should be prepared to discuss the email from Mr. McClure in an executive session next month.

Hearing no other matters for discussion, the meeting was adjourned at 8:00 PM.

**Next scheduled meeting - Thursday, October 7, 2021 at 6:30 PM**